



Since 1712

HYDE COUNTY

NORTH CAROLINA

Meeting Date: 09.04.12

Presenter(s): Mazie Smith

Title: County Manager

Agency/Dept.: County of Hyde

Item Title: Budget Transfers

Attachments: Yes

Description: Various Departments have submitted budget transfers that were approved by the County Manager with the authority granted in the 2011-2012 Budget Ordinance, Article XIX, Section 1:

Administrative Transfers

- | | | | |
|----|----------------|------------|--|
| 1) | Health - PHP&R | \$426.00 | Transfer from Equipment line to Computer Program Update line to provide access to State's Progress Check System Coordinator's computer |
| 2) | Health - MAP | \$3,715.00 | Transfer from Revenue - NC Office of Rural Health - MAP to Dues and Fees line for required license fee |

Transfers by Board

- | | | | |
|----|----------------|-------------|---|
| 3) | Health - PCM | \$15,387.00 | Transfer from various lines to establish PCM Program lines |
| 4) | Health - CC4C | \$11,130.00 | Transfer from various lines to increase HCHD funding for CC4C services |
| 5) | Health - CTP | \$8,000.00 | Transfer from Revenue - Region 9 CTP LHD Grant to various lines to establish program |
| 6) | Health - NCDOT | \$20,000.00 | Transfer from Revenue - NC DOT5310 Grant to Contract - Hyde County Transit to establish program |
| 7) | Finance | \$27,722.00 | Transfer from JCPC line to various lines to better track JCPC expenses |
| 8) | S&W - Streams | \$13,320.00 | Transfer from S/W Special Grants and Projects to Stream Cleanup for the purpose of storm debris removal |

Times Read: First

Impact on Budget: None of the transfer increase the budget

Recommendation: Approve

MOTION MADE BY:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

MOTION SECONDED BY:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

Vote:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

Aye

Nay

HYDE COUNTY BOARD OF COMMISSIONERS
2012/2013 BUDGET REVISIONS

MEETING DATE 9/4/2012					
				"+" EXP BUDGET "- REV BUDGET	"-" EXP BUDGET "+ REV BUDGET
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	DEBIT	CREDIT
10-13	Health - PHP&R	10-6200.7503	Computer Program Update	\$ 426.00	
		10-6200.7400	Equipment		\$ 426.00
				\$ 426.00	\$ 426.00
			Transferring \$426.00 from Equipment line in Public Health Preparedness & Response program into Computer Program Update line. This budget revision is necessary to allow our IT contractor (Soundside Group) to provide access to the state's Progress Check System software program on our Preparedness Coordinator's computer. This system is used by State PHP&R to track process data for the Public Health Emergency Preparedness (PHEP) grant, and is required in our PHP&R Agreement Addendum. The budget revision does not increase the budget for PHP&R.		

REQUESTED



DATE

8-22-12

APPROVED... CO MANAGER CO COMMISSIONER-CHAIR CLERK TO THE BOARD

ENTERED LEDGER/DATE

COPY

The SoundSide Group, Inc.

Phone: (252)793-9226
Fax: (252)793-9253
25 West Water Street
Plymouth, NC 27962

Quote

No.: **8365**

Date: 08/13/2012

Prepared for:
Annette Swindell
Hyde County Health
1151 Main Street
PO Box 100
Swan Quarter, NC 27885 U.S.A.

Prepared by: JeNell T. Dilday
Account No.: 2009
Phone: (252) 926-4200
Fax: (252) 926-3702

Qty.	Description	UOM	Sell	Total
1	Microsoft Open Gov Office 2010 Pro Plus license - Word Excel Powerpoint OneNote Outlook w/ BCM Publis Access Communicator Infopath Sharepoint Workspac	EA	\$391.00	\$391.00
1	OfficeProPlus 2010 32bitx64 ENG DiskKit MVL DVD	EA	\$35.00	\$35.00
			Your Price:	\$426.00
			Sales Tax	\$28.76
			SubTotal:	\$454.76
			Total:	\$454.76

Prices are firm until 9/2/2012 Terms: Net 30 Days

Quoted by: JeNell T. Dilday, jdilday@soundsidegroup.com

Date: 8/13/2012

Accepted by:

Wesley Smith

Date: 8-14-12

Disclaimer

PLEASE DO NOT PAY FROM QUOTE - INVOICES WILL BE MAILED SEPARATELY. This sales quote is valid for 20 days, however be aware that equipment pricing is subject to change based on manufacturer change-outs or discontinuation of product lines. If labor estimates are not specified on the quote, this means that they are "To Be Determined" (TBD) and will be billed separately.

Melissa Sadler

From: Varma, Abha <abha.varma@dhhs.nc.gov>
Sent: Friday, August 10, 2012 1:14 PM
To: phpr.all@lists.ncmail.net; Phpr.ro@lists.ncmail.net
Cc: Casani, Julie
Subject: [phpr.epc] [phpr.pc] [phpr.all] Progress check information for IT staff
Attachments: PHPR Progress Check.zip; Installation Steps and Starting the Program.docx

Categories: Red Category

Dear Preparedness Coordinators,

See below a description of the Progress Check System and the System requirements for installing the system. See also attached the Progress check application **and** the installation instructions. For the majority of end users, I am installing the system during the training sessions, but if your IT department does not want anyone else to install any program to your machine, please share this email with the IT staff at your HD.

The Progress Check System is a MS Access based application which is compatible with MS Access 2003, 2007, and 2010 versions. It is developed in Visual Basic and provides a simple, user friendly interface to end users for three basic functions: 1. Data Entry, 2. View Automated Reports and 3. Export Data. Installation consists of placing the PHPR Progress Check folder directly under the C drive. This folder contains two files, an application file and a database file. The application is linked to the database file but because, MS Access is so unforgiving, end users do not have access to the database file except through the application file.

This system will be used by PHP&R to track process data for the PHEP grant, including tracking infrastructure development, policy and systems changes, and capacity building related to PHP&R. It will also replace the current QNR, thus becoming one of the deliverables included in the Agreement Addendum. The system is funded through CDC money and has been in existence for a while. Health Promotion uses a similar system. It has been developed by a State IT contractor and is safe from external viruses. It will not generate malware of any kind.

System Requirements:

Operating System: Windows XP **OR** Windows 2007
MS Office: MC Access Version 2003, 2007, **OR** 2010

I hope this information is enough for your IT staff. For any other questions, feel free to contact me at 919-715-2020. Thanks for your patience.

Abha

Abha Varma, PhD
Implementation & Evaluation Coordinator
Public Health Preparedness & Response
NC Division of Public Health
125 N. McDowell St.
Raleigh, NC 27699-1902
Phone: 919-715-2020

HYDE COUNTY BOARD OF COMMISSIONERS
2012/2013 BUDGET REVISIONS

MEETING DATE 9/4/2012					
				"+" EXP BUDGET "- REV BUDGET	"-" EXP BUDGET "+ REV BUDGET
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	DEBIT	CREDIT
11-13	Health - Medication Assistance Program	10-5973.5300	Dues and Fees	\$ 3,715.00	
		10-3481.0050	Revenue - NC Office of Rural Health - MAP		\$ 3,715.00
				\$ 3,715.00	\$ 3,715.00
<p>This budget revision sets up a line "Dues and Fees" in our Medication Assistance Program (MAP). A license fee in the amount of \$3,715 is now required in order to use the N. C. Office of Rural Health's Medication Assistance Reporting Program (MARF). This is a one-time fee that is being paid by the Office of Rural Health. Although this budget revision does increase the budget for the MAP program, it is being covered by the Office of Rural Health.</p>					

REQUESTED

 DATE 8-22-12

APPROVED... CO MANAGER CO COMMISSIONER-CHAIR CLERK TO THE BOARD

ENTERED LEDGER/DATE _____

Wesley Smith

From: Stone, Patsy [patsy.stone@dhhs.nc.gov]
Sent: Monday, August 20, 2012 11:17 AM
To: wsmith@hydehealth.com
Cc: Klarman, Ginny
Subject: Medication Assistance Program grant - Term Two
Attachments: Monthly Expense Report Submission Instructions for ORHCC.doc; Budget Adjustments Instructions for ORHCC Grants.doc; HydeCountyHealthDepartment MAP ORHCC 2012-2013 Grantee Financial Workbook 2003 version.xls

Importance: High

Grantee,

Below are several items regarding your Term Two Medication Assistance Program (MAP) grant beginning August 1, 2012. You should have received your grant contract and returned a signed copy to us for this grant term; if not, please contact me or Ginny Klarman immediately.

- Attached is your Financial Workbook with your approved MAP grant budget. You will use the Monthly Expense Report (MER) tab to enter your expenses each month for the *previous* month. Also attached are the MER instructions and Budget Adjustment instructions. Please note that these documents have been updated since Term One.
- There is now an expense report adjustments line on your MER. This line is to make any corrections/adjustments for a previous month's reimbursement. If making an expense report adjustment, please include a brief narrative (email is acceptable) explaining the reason for the adjustment. If approved, you will be notified and the payment will be processed.
- Your grant award has been increased by \$3715 for the MARP license fee (reflected in the line item "Other" on your approved budget). This information was presented to you via the conference calls that were held in July by the North Carolina Foundation for Advanced Health Programs (NCFARP) and the Office of Rural Health and Community Care (ORHCC). The process to pay the MARP license fee will be: 1) NCFARP will invoice you for the MARP license fee. NCFARP will provide more than a 30 day remittance request. 2) You may request reimbursement for the fee on the MER once the invoice is paid. Again, your grant award has been *increased* to include the MARP license fee. The fee will not decrease your budgeted grant amount.

I look forward to working with you during Term Two. If you have any questions, please call me or Ginny Klarman.

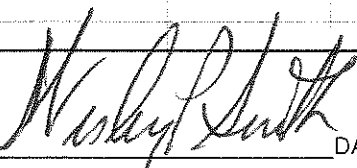
Thanks,

Patsy Stone
NC Office of Rural Health & Community Care
2009 Mail Service Center, Raleigh, NC, 27699-2009
(toll free) 800.533.8847 (main) 919.733.2040
(fax) 919.733.8300
patsy.stone@dhhs.nc.gov
www.ncdhhs.gov/orhcc

**HYDE COUNTY BOARD OF COMMISSIONERS
2012/2013 BUDGET REVISIONS**

MEETING DATE 9/4/2012						"+" EXP BUDGET "-" REV BUDGET	"-" EXP BUDGET "+" REV BUDGET
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	DEBIT	CREDIT		
08-13	Pregnancy Care Management (PCM)	10-5880.0200	Salaries	\$	11,102.00		
		10-5880.0500	FICA Tax Expense	\$	849.00		
		10-5880.0600	Group Insurance Expense	\$	2,110.00		
		10-5880.0700	Retirement Expense	\$	777.00		
		10-5880.1200	Postage	\$	250.00		
		10-5880.1400	Travel	\$	99.00		
		10-5880.3200	Office Supplies	\$	200.00		
		10-3481.0049	Revenue - PCM			\$	10,150.00
		10-3481.0051	Revenue - Medicaid Escrow			\$	5,237.00
						\$	15,387.00
<p>Pregnancy Care Management (PCM) is the old Maternal Care Coordination (MCC) program that provides case management services to Medicaid-eligible women residing in Hyde County. Local Health Departments are charged with either providing PCM services directly or ensuring the services are provided via contract with another agency. For the period September 1, 2011 through August 31, 2012 PCM services will be provided to Hyde County Medicaid-eligible children via contract with Beaufort County Health Department (BCHD). BCHD has cancelled that agreement with Hyde County Health Department, effective August 31, 2012. This budget revision reflects the establishment of a PCM Program in order for the services to be provided by a Hyde County Health Department Public Health Nurse II.</p>							

REQUESTED



DATE

8-22-12

APPROVED... CO MANAGER

CO COMMISSIONER-CHAIR CLERK TO THE BOARD

ENTERED LEDGER/DATE

HYDE COUNTY BOARD OF COMMISSIONERS
2012/2013 BUDGET REVISIONS

MEETING DATE 9/4/2012						"+" EXP BUDGET "- " REV BUDGET	"-" EXP BUDGET "+ " REV BUDGET
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	DEBIT	CREDIT		
09-13	Care Coordination for Children (CC4C)	10-5860.0200	Salaries	\$ 7,917.00			
		10-5860.0500	FICA Tax Expense	\$ 607.00			
		10-5860.0600	Group Insurance Expense	\$ 1,502.00			
		10-5860.0700	Retirement Expense	\$ 555.00			
		10-5860.1200	Postage	\$ 250.00			
		10-5860.1400	Travel	\$ 99.00			
		10-5860.3200	Office Supplies	\$ 200.00			
		10-3480.0030	Revenue - CC4C		\$ 7,344.00		
		10-3481.0051	Revenue - Medicaid Escrow		\$ 3,786.00		
				\$ 11,130.00	\$ 11,130.00		
			Care Coordination for Children (CC4C) is the old Child Service Coordination (CSC) program that provides case management services to Medicaid-eligible children age birth through 5th birthday. Local Health Departments are charged with either providing CC4C services directly or ensuring the services are provided via contract with another agency. For the period September 1, 2011 through August 31, 2012 CC4C services will be provided to Hyde County Medicaid-eligible children via contract with Beaufort County Health Department (BCHD). BCHD has cancelled that agreement with Hyde County Health Department, effective August 31, 2012. This budget revision reflects an increase in the CC4C Program in order for the services to be provided by a Hyde County Health Department Public Health Nurse II.				

REQUESTED

DATE _____

P-22-12

APPROVED... CO MANAGER CO COMMISSIONER-CHAIR CLERK TO THE BOARD

ENTERED LEDGER/DATE

**HYDE COUNTY BOARD OF COMMISSIONERS
2012/2013 BUDGET REVISIONS**

MEETING DATE 9/4/2012					
			"+" EXP BUDGET "- REV BUDGET		"-" EXP BUDGET "+ REV BUDGET
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	DEBIT	CREDIT
12-13	Health - Community Transformation Project	10-5770.0200	Salaries - Full Time	\$ 5,238.00	
		10-5770.0500	FICA Tax Expense	\$ 400.71	
		10-5770.0600	Group Insurance Expense	\$ 608.13	
		10-5770.0700	Retirement Expense - Local	\$ 353.04	
		10-5770.1400	Travel	\$ 1,400.12	
		10-3480.0051	Revenue - Region 9 CTP LHD Grant		\$ 8,000.00
				\$ 8,000.00	\$ 8,000.00
			<p>NC Division of Public Health (DPH) was awarded \$7.4 million per year over five years to help communities make healthy living easier in North Carolina. The grant is part of the US Department of Health and Human Services' Community Transformation Grant (CTG) to support public health efforts to reduce chronic diseases, promote healthier lifestyles, reduce health disparities and control health care spending. DPH will fund 10 multi-county collaboratives, which align with the Association of Local Health Directors regions, approximately \$400,000 per year.</p> <p>As a member of Region 9, Hyde County Health Department is receiving \$8,000 for the period June 1, 2012 through September 30, 2012 to assist with salary, fringe and related travel expenses of the Health Director and Health Educator for their involvement in the project. This budget revision establishes a separate program within the Health Department's budget for CTP for FY 2012-13.</p>		

REQUESTED

Wiley Smith

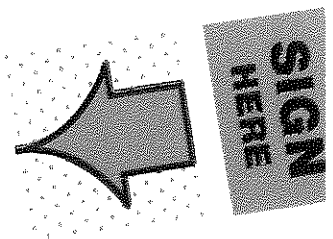
DATE

8-28-12

APPROVED... CO MANAGER

CO COMMISSIONER-CHAIR CLERK TO THE BOARD

ENTERED LEDGER/DATE



North Carolina Community Transformation Grant (CTG)

NC Division of Public Health (DPH) was awarded \$7.4 million/year over five years to help communities make healthy living easier in North Carolina. This grant is a part of the U.S. Department of Health and Human Services' (HHS's) Community Transformation Grants (CTG) to support public health efforts to reduce chronic diseases, promote healthier lifestyles, reduce health disparities, and control health care spending.

DPH will work state and local partners to implement policy, systems and environmental changes in the following strategic directions:

Strategic Direction 1: Tobacco free living
1. Increase smoke-free regulations of local government buildings and of indoor public places.
2. Increase tobacco-free regulations for government grounds, including parks and recreational areas.
3. Increase smoke-free housing policies in affordable multi-unit housing and other private sector market-based housing.
4. Increase the number of 100% tobacco-free policies on community colleges campuses and state and private university/college campuses.
Strategic Direction 2: Active Living and Healthy Eating
5. Increase the number of convenience stores that increase the availability of fresh produce and decrease the availability of sugar-sweetened beverages.
6. Increase the number of communities that support farmers' markets, mobile markets, and farm stands.
7. Increase the number of communities that implement comprehensive plans for land use and transportation.
8. Increase the number of community organizations that promote joint use/community use of facilities.
Strategic Direction 3: High impact evidence-based clinical and other preventive services
9. Increase the number of health care providers' quality improvement systems for clinical practice management of high blood pressure and high cholesterol, weight management and tobacco cessation.
10. Increase the number of healthcare organizations that support tobacco use screening and referral to cessation services.
11. Increase the number of community supports for individuals identified with high blood pressure/cholesterol and tobacco use (e.g. Chronic Disease Self-Management Programs, (CDSMP) weight management programs, tobacco cessation programs).

Local health departments and their community partners, Area Health Education Centers (AHEC) and Community Care of NC (CCNC) are critical to the local implementation of these strategies. DPH will fund 10 multi-county collaboratives, which align with the Association of Local Health Directors regions, approximately \$400,000 per year. Funded collaboratives will submit annual action plans for achieving project outcomes and report progress bimonthly through a web-based progress monitoring system. State CTG staff will work with funded communities and state partners to identify tools, resources and policy supports for local implementation of the strategies. NC AHEC will provide regional staff to assist with healthcare systems changes and link community and clinical interventions. CCNC will provide data to identify healthcare practices with greatest need and work with local AHEC staff to engage them in local activities.

For more information please contact:

Ruth Petersen, MD, MPH
(919) 707-5203
ruth.petersen@dhhs.nc.gov

Sharon Nelson
(919) 707-5207
sharon.boss.nelson@dhhs.nc.gov

**NC Region 9
Community Transformation Project Leadership Process
Strategic Directions and Chosen Strategies**

Strategic Direction I: Tobacco free living

Chosen Strategy:

- Increase smoke-free regulations of local government buildings and of indoor public places.

Strategic Direction: Active Living

Chosen Strategy:

- Increase the number of community organizations that promote joint use/community use of facilities.

Strategic Direction: Healthy Eating

- Increase the number of communities that support farmers' markets, mobile markets, and farm stands.

**HYDE COUNTY BOARD OF COMMISSIONERS
2012/2013 BUDGET REVISIONS**

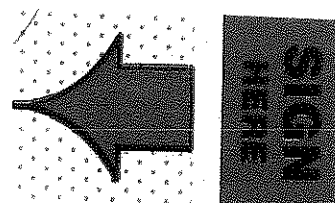
MEETING DATE 9/4/2012					
			"+" EXP BUDGET "- REV BUDGET		"-" EXP BUDGET "+ REV BUDGET
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	DEBIT	CREDIT
13-13	Health - NC DOT Section 5310 Grant	10-5780.4500	Contract - Hyde County Transit	\$ 20,000.00	
		10-5900.5902	Essential Services		\$ 2,000.00
		10-3480.0052	Revenue - NC DOT 5310 Grant		\$ 18,000.00
				\$ 20,000.00	\$ 20,000.00
<p>On August 9, 2012, Hyde County Health Department received notification it was awarded a two-year Section 5310, Elderly Individuals and Individuals with Disabilities, grant by the NC Department of Transportation in the amount of \$36,000.00, to provide medical access transportation for Hyde County residents. The grant covers the period July 1, 2012 through June 30, 2014. Hyde County Health Department will supplement the grant with \$4,000 from General Aid-to-County Essential Services funding over the period of the grant. This budget revision establishes a separate program in the Health Department's budget for the NC DOT Section 5310 Grant, for FY 2012-13.</p>					

REQUESTED

Wesley Smith DATE 8-28-12

APPROVED... CO MANAGER CO COMMISSIONER-CHAIR CLERK TO THE BOARD

ENTERED LEDGER/DATE _____





STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE
GOVERNOR

EUGENE A. CONTI, JR.
SECRETARY

August 9, 2012

Ms. Sharon Spencer, Chairman
Hyde County Health Department
Post Office Box 100
Swan Quarter, NC 27885-0100

RE: FY13 5310 Elderly Individuals and Individuals with Disabilities Program
Project No. 13-ED-025
WBS Element No(s). 51001.49.1.3 (Cap)
Agreement No.(s) TBD
Period of Performance: 7/1/12 – 6/30/14

Dear Ms. Spencer:

On June 7, 2012, the Board of Transportation approved your organization's request for a FY13 5310 Elderly Individuals and Individuals with Disabilities grant in the amount of \$36,000. The agreement to be executed between Hyde County Health Department and NCDOT is enclosed. The individual authorized to enter into this agreement for the financial assistance on behalf of your agency will sign the agreement. Please provide a copy of the agreement to all parties that will be involved in the administration of the grant, and request that the agreement be reviewed carefully. Instructions for completion of the grant agreement process are enclosed.

Please refer to Section 8 of the grant agreement that requires sub-recipients to submit monthly or quarterly requests for reimbursement.

If you have any question related to the grant agreement, please contact Charlie Wright, Financial Manager at 919-707-4674 or your assigned Accounting Specialist. In any correspondence, please reference your assigned project number, WBS element, Agreement number and period of performance referenced on this letter.

Sincerely,

Teresa A. Hart, PE, CPM
Director

TH/cw

Attachments

cc: Mr. Wesley Smith, Director

MAILING ADDRESS:
NC DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION DIVISION
1550 MAIL SERVICE CENTER
RALEIGH, NC 27699-1550

TELEPHONE: 919-733-4713
FAX: 919-733-2304

www.ncdot.gov

LOCATION:
TRANSPORTATION BUILDING
1 SOUTH WILMINGTON STREET
RALEIGH, NC

HYDE COUNTY BOARD OF COMMISSIONERS
2010 2011 BUDGET REVISIONS

MEETING DATE
09/04/2012

"+" EXP BUDGET	"-" EXP BUDGET
"-" REV BUDGET	"+" REV BUDGET

[illegible]

REQUESTED BY Nehorah P. Cahoon DATE 08/28/12
(SIGNATURE)

APPROVED BY _____

ENTERED IN SYSTEM _____ DATE ____/____/____
(FINANCE OFFICER)



Steve Troxler
Commissioner

North Carolina Department of Agriculture
and Consumer Services

N. David Smith
Chief Deputy Commissioner

July 25, 2012

Mr. Daniel Brinn
Hyde Soil & Water Conservation District
PO Box 264
Swan Quarter, NC 27885

Dear Mr. Brinn:

NOTIFICATION OF FUNDING OFFER

On behalf of Commissioner Steve Troxler and the North Carolina Department of Agriculture and Consumer Services – Division of Soil & Water Conservation, it is with great pleasure that I offer to you \$13,320.00 for your project approved under the Stream Debris Removal Project. The name of your approved project is Hyde SWCD Stream Debris Removal and is for the purpose of remove from streams debris resulting from Hurricane Irene and the spring 2011 tornadoes. These funds for the Stream Debris Removal Project are being provided to the Agency by the Department of Environment & Natural Resources, Division of Water Resources.

By completing these documents, you are agreeing to the specific stipulations, the general terms and conditions, and specific reporting requirements. Two original contract packets must be printed, completed and returned to the NCDA&CS, making sure that the contracts and certain forms have been signed and dated. Some documents are required to be witnessed, please make certain documents are witnessed, as applicable, before they are returned to the address provided on page 4 of your contract cover document.

All Authorized Representative Signatures **MUST** be in **BLUE INK**. Use the *Contract Check Off List* to ensure all attachments are included and are in the correct order for each Contract Packet.

Upon final execution by the Department, one original Contract will be returned to you for your records. If you have any questions about your contract or any of the forms contained in your offer packet, please call David Williams at 919-715-6103, or feel free to send an email to David.B.Williams@ncagr.gov.

I would like to take this opportunity to thank you for participating in the Stream Debris Removal Project.

Sincerely,

N. David Smith
Chief Deputy Commissioner

Enclosure

cc: Allison Medlin, Admin. Asst. I, Grants & Contracts

~~2010-2011~~ BUDGET REVISIONS
2012-2013

"+" EXP BUDGET	"-" EXP BUDGET
"-" REV BUDGET	"+" REV BUDGET

REQUESTED BY Connie Gibbs DATE 08/27/2012
(SIGNATURE)
APPROVED BY _____
(CO MGR) (BD CHAIR) (CLERK)
APPROVAL DATE ____/____/____
ENTERED IN SYSTEM _____ DATE ____/____/____
(FINANCE OFFICER)



Since 1712

HYDE COUNTY

NORTH CAROLINA

Meeting Date: 09.04.12

Presenter(s): Commissioners Spencer, Tunnell, Swindell, Styron, Byrd and County Manager Smith

Title: Commissioners and County Manager

Agency/Dept.: Hyde County

Item Title: Administrative Reports

Attachments: No

Description: The Commissioners are invited to share with the public their various activities on behalf of the Board and ideas for continuous improvement of government services to citizens.

The County Manager will share information about her activities and also share information of interest to the Board and the public.

Times Read: First

Impact on Budget: Does not increase the budget.

Recommendation: Receive reports. Approval if required.

MOTION MADE BY:

_____ A. Byrd
_____ B. Swindell
_____ D. Styron
_____ D. Tunnell
_____ S. Spencer

MOTION SECONDED BY:

_____ A. Byrd
_____ B. Swindell
_____ D. Styron
_____ D. Tunnell
_____ S. Spencer

Vote:

_____ A. Byrd
_____ B. Swindell
_____ D. Styron
_____ D. Tunnell
_____ S. Spencer

Aye

Nay

Lois Stotesberry

From: Lois Stotesberry <lstotesberry@hydecountync.gov>
Sent: Wednesday, August 29, 2012 11:20 AM
To: 'John Hunter'
Subject: RE: Appraisal Requested

John,

Please go ahead with the appraisal. Send the invoice to the address below.

Thank you for your assistance with this appraisal.

*Lois Stotesberry, Administrative Assistant/Deputy Clerk
County of Hyde, PO Box 188, 30 Oyster Creek Road, Swan Laurus, NC 27885
Tel: 252-926-4178 Fax 252-926-3701 E-mail: lstotesberry@hydecountync.gov*

From: John Hunter [mailto:hunter_appraisals@hotmail.com]
Sent: Wednesday, August 29, 2012 11:02 AM
To: Lois Stotesberry
Subject: Re: Appraisal Requested

Thank You

The fee for the vacant land report will be \$350.00.

Best Regards

John Hunter

From: [Lois Stotesberry](#)
Sent: Tuesday, August 28, 2012 4:39 PM
To: hunter_appraisals@hotmail.com
Subject: Appraisal Requested

John,

Did you get my message yesterday?

Nevertheless – can you please send me a quote on the appraisal of the Ocracoke property that we discussed yesterday?

Thank you,

*Lois Stotesberry, Administrative Assistant/Deputy Clerk
County of Hyde, PO Box 188, 30 Oyster Creek Road, Swan Laurus, NC 27885
Tel: 252-926-4178 Fax 252-926-3701 E-mail: lstotesberry@hydecountync.gov*



HYDE COUNTY

NORTH CAROLINA

MEMORANDUM

TO: Commissioners
FROM: Mazie Smith
DATE: August 28, 2012
SUBJECT: Filing System

Enclosed please find copy of a list of contracts compiled by Lois Stotesberry, Deputy Clerk/Administrative Assistant. Lois has collected contracts from all departments of the Administrative staff and compiled them into three categories. First she lists the contracts that automatically renew and/or are continuous. Second on this list are contracts that are current along with start and end dates and when applicable the renewal dates are included. Finally, she listed contracts that have been completed.

This research project was necessary to better track renewal dates in an effort to remain compliant with contract requirements.

All Hyde County contract on this lists are now filed in the County Manager's office in a fire proof and locked cabinet.

At some point in time, these records will be reviewed and decision will be made to either retain or dispose of old records in accordance with the provisions of NCGS 121 and 123 – County Management Schedule – Records Retention and Disposition Schedule last amended by the NC Department of Cultural Resources, Division of Historical Resources Archives and Records Section Government Records Branch on April 1, 2006 and approved by the Hyde County Board of Commissioners on January 5, 2009.



Since 1712

HYDE COUNTY

NORTH CAROLINA

Date: August 30, 2012

To: Board of Commissioners

From: Mazie Smith

Re: Manager's Report

Manager's Activities

July 17th Attended hearing in Greenville with Willie Mac Carawan about nursing home beds for Tyrrell County

July 18th Attended SPOT (Strategic Planning Office of Transportation) meeting in Manteo regarding priority system for highway and bridge projects

July 24th Staff Meeting/safety committee meeting

July 25th Went to meeting in Raleigh with Department of Transportation regarding ferries

July 30th Attended retirement party for DSS employee, Florida Farrow

July 31st Met with County attorney and several department heads on legal issues

July 31st Clint and I met with representatives of David's Trash Service

July 31st Participated in Personal Safety Training Session provided by Safety Committee

July 31st Attended EMS staff meeting

August 1 Participated in bid evaluation for debris management contract

August 2 Assisted with interviews for County Planner and Water Department personnel

August 6-10 Attended Public Executive Leadership Academy at School of Government (and passed!)

August 14 Participated in NCACC Webinar on Creating Human Services Agencies

August 21st Corrinne and I met with Jay Talbert and Anni Pari of Talbert & Bright, to receive an update on the airport grant

August 21st Staff meeting

August 22nd Attended Transportation Advisory Committee meeting in Kill Devil Hills

August 23rd Attended meeting with Rose Acres personnel in Plymouth

August 28th Participated in Beaufort-Hyde Partnership for Children Board meeting (I am now a member of the board)

August 28th Met with

August 30th Participated in conference call on RPA project with N.C. State

August 31st Attended Partnership for the Sounds meeting in Swan Quarter

Other activities:

- Letter has been written to J.B. Coxwell giving notice of contract cancellation for debris management
- Letter has been written to William Moore requesting assistance for FEMA reimbursements
- Appraisal has been ordered for property at Ocracoke that may be sold
- Letters have been written to all those appointed to Ocracoke Occupancy Tax Board and to those not reappointed thanking them for their service
- Lois has cataloged all contracts and leases in a database with renewal dates
- Lois has also developed a new system for developing the agenda that saves time
- Have corresponded numerous times with County Attorney and Friends of Historic Courthouse to negotiate lease agreement
- Have corresponded numerous times with N.C. Forest Service to negotiate lease agreement for tanks at airport
- Emergency Management, Health Department and Public Information Officer have generated and sent out numerous articles on storm preparedness.

Important Dates Ahead

- PARTF Participation meeting in Greenville, September 5th
- Document Retention Workshop in Elizabeth City, September 6th
- Joint House-Senate Transportation Committee Meeting, September 7th



Since 1712

HYDE COUNTY

NORTH CAROLINA

Meeting Date: 09.04.12

Presenter(s): Citizens

Title:

Agency/Dept.:

Item Title: Public Comments

Attachments: No

Description: Citizens are afforded an opportunity at this time to comment on issues they feel may be of importance to the Commissioners and to their fellow citizens. Comments should be kept to (3) minutes and directed to the entire Board, not just one individual Commissioner, staff member or to a member of the audience. Time for one person cannot be used by another person. Comments that reflect the need for additional assistance will be directed to the County Manager or referred to a future meeting agenda.

Times Read:

Impact on Budget:

Recommendation: Listen for understanding.

MOTION MADE BY:

____ A. Byrd
 ____ B. Swindell
 ____ D. Styron
 ____ D. Tunnell
 ____ S. Spencer

MOTION SECONDED BY:

____ A. Byrd
 ____ B. Swindell
 ____ D. Styron
 ____ D. Tunnell
 ____ S. Spencer

Vote:

A. Byrd
 B. Swindell
 D. Styron
 D. Tunnell
 S. Spencer

Aye

Nay



Since 1712

HYDE COUNTY

NORTH CAROLINA

Meeting Date: 09.04.12

Presenter(s):

Title: Commissioner

Agency/Dept.: Board of Commissioners

Item Title: Closed Session

Attachments: None

Description: Board members will go into closed session to prevent disclosure of privileged or confidential information pursuant to State and/or Federal law.

Times Read: First

Impact on Budget: Does not increase the budget.

Recommendation: Approve

MOTION MADE BY:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

MOTION SECONDED BY:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

Vote:

A. Byrd
B. Swindell
D. Styron
D. Tunnell
S. Spencer

Aye

Nay

§ 143-318.11. Closed sessions.

(a) Permitted Purposes. – It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

- (1) **To prevent the disclosure of information that is privileged or confidential pursuant to the law** of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) **To prevent the premature disclosure** of an honorary degree, scholarship, prize, or similar award.
- (3) **To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege** between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) **To discuss matters relating to the location or expansion of industries or other businesses** in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.
- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in **negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.**
- (6) **To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.** General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.
- (7) **To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.**
- (8) To formulate plans by a local board of education relating to **emergency response** to incidents of school violence.
- (9) To discuss and take action regarding plans to protect **public safety** as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

(b) Repealed by Session Laws 1991, c. 694, s. 4.

(c) Calling a Closed Session. – A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

(d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2; (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2.)



HYDE COUNTY

NORTH CAROLINA

Since 1712

Meeting Date: 09.04.12

Presenter(s):

Title:

Agency/Dept.:

Item Title: Supplemental Information/Department Reports

Attachments: Yes

Description: Staff has been asked to provide regular, monthly reports in 2012. For review at this meeting are reports from:

- a) Health Department
- b) Animal Control
- c) Public Information Officer (PIO)
- d) Human Resources

Supplemental Information

- a) 2012 Albemarle Regional Solid Waste Management Budget

Times Read: First

Impact on Budget: None

Recommendation: Read for understanding

(a)

Hyde County Health Department Monthly Summary Report – July 2012

Clinic Nursing Services (Luana Gibbs, Margie Keech, Melissa Sadler, Jenna Brinn):

<u>Program</u>	<u># Visits</u>	<u>Purpose</u>
Family Planning	16	Physicals (7); Depo Injections (7); Follow-up/IUD Checks (2)
Maternal Health	5	Return Visits (5)
Adult Health	5	Physicals (1); Problem (4)
BCCCP	3	Physicals (3)
Child Health	-	N/A
Immunizations	17	Independent of Physical Exams (17)
STD	4	Exams (3); Treatments (1)
Communicable Disease	2	Lice Check (1); Investigation – Rocky Mountain spotted fever (1)
TB Control	7	Skin Tests (3); Readings (3); Medications P/U (1)
Monitoring/Audits	-	N/A
Nursing Consults	0	N/A
Outreach/Community	-	Media Review of Family Planning Documents
Lab Services	2	Independent of Physical Exams (1); Drug Screens (1)
Ocracoke Visit	9	Office Visit/Initial Physical (2); Office Visit/Yearly Physical (4); Office Visit/Problem (1); BCCCP (1); WIC Vendor Training
Trainings/Updates	-	Completed orientation of 1 employee; VIPER radio; Crime Prevention; CD Conf.
Update of Policies	-	BCCCP; Family Planning; Maternity; Adult Health; Interpreter Services
WIC – Mainland	32	Certifications (4); Mid-Certification Assessments (1); Re-Certifications (5); Pick-ups (15); Infant Assessments (1); Post Partum (3); Consultation (1); Vendor Training (2)
WIC – Ocracoke	1	Vendor Training (1)
Flu Vaccinations	-	N/A
Meetings	-	Epi Team; Staff; Radio Check; GETS card check; TB; Supervisor; Nurses; Public Health Preparedness; Post Clinic Meeting; PC Coordinators Meeting; PIO Meeting

Miscellaneous Desk Work that is required every month:

- E-mail, voicemail, copying, faxing, mailing
- Patient contacts by telephone
- Scheduling appointments, with follow-up to missed appointments
- Reminder notices for appointments/immunizations/final notices for Women's Health
- Pre & Post clinic review of charts/charting
- Daily NCEDDS check and follow-up
- Referrals and follow-ups
- Inventory (ordering, stocking, tracking) – Immunizations, clinic supplies
- Employee Travel Requests/Time Studies/Time Sheets
- Printing and mailing immunization records upon request
- Immunization consulting to parents/teachers
- Daily Lab check-in
- Blood lead notification letters to patients
- Results notification letters to patients
- Prep lab and exam rooms for clinic
- Calendar meeting, and preparation of Monthly Activity Report
- Daily Huddle for work assignments & planning

Meetings/Coordination/Collaboration:

- Tele-medicine group meeting – Engelhard Medical Center
- Met and interviewed new women's health provider – Donna Bass
- Telephone coordination with Dr. Boyette regarding new women's health provider
- Several attempts to coordinate with Vidant Women's Care – Washington regarding new women's health provider

Quality Improvement:

- Research and creation of provider protocols
- Updated and administered staff vaccines, pulling titers when applicable

Clinical Workgroup/Post Conference/Public Relations

- Post-Clinic conference (2)

Accreditation:

- Continued policy reviews

Health Education/Promotion (Elizabeth Mumm):

Health Education/Promotion – Project Direct Legacy planning guest speaker, Social Worker with the NC Division of Services for the Blind, in September; Healthy Communities organization with Community Transformation Project with Region 9; Inventories for Healthy Eating farmers markets/stands and Active Living parks and trails completed.

Hyde Partners for Health – Action Plan presentation to commissioners to be scheduled for September; kick-off celebration meeting planned for September 6, 2012 5 pm – 6 pm; desired outcomes to establish sub-committees for action plan implementation.

Change for Good Community – Healthy Me! Program in Ponzer, down to two participants that completed sessions - evaluation of program to be completed in August; school garden reorganization with grades and curriculum; Social Gardening volunteers flyer and programs to be packaged; Hyde Walks! leader earned \$50 foot locker gift card for completing 10 weeks of walking with 10 participants; Fairfield walkers make ongoing change for good KBR grant program.

Administrative – PR committee; Accreditation policies; meeting preparation and implementation; ICS all but one course completed; reports; requisitions; budget; timesheets; administrative updates and continuing education.

Medication Assistance Program (Kristi Williams):

Total Patients (362) – Active (208), Inactive (154); Active Requests (125); Patients Served (37); New Referrals (7); New Patients (3); New Requests (17); Reorder Requests (12); Total Requests (29); Medications Requested (29); Medications Received (28); Medications Delivered (28); Average Wholesale Price of Medications Requested (\$18,073.80)

Environmental Health Services (Hugh Watson, Angie Crets & Roni Collier):

<u>Service Provided</u>	<u># Visits</u>	<u>Purpose</u>
F&L Inspections	1	Food Stand (1)
F&L Visits	0	N/A
F&L Pre-Opening Visits	0	N/A
F&L Permits Issued	0	N/A
F&L Complaint Invest.	0	N/A
F&L Consults	4	Food Stand (2); Temporary Food Establishment (2)
Transitional Permit	0	N/A
Communicable Disease	0	N/A
General Sanitation	0	N/A
Vector Control	18	Other Vector Control Activities (1); Consultative Contacts (17)
Animal Control	14	Consultative Contacts (14) (See separate report from Health Director)
Health Education	4	Group Meetings (1); Regional Staff Meetings (1); Consultative Contacts (2)
On-Site Wastewater	100	Sites Visited/Evaluated (25); Improvement Permits Issued (5); Construction Authorizations (8); Table V Inspections with reports prepared (1); Consultative Consults (54); Operation Permits Issued (7)
On-Site Well Activity	10	Well Site Consultative Visit (2); Bacteriological Samples Collected (3); Other Sample Collected (2); Well Consultative Contacts (3)

Hydeland Home Care Agency:

Patients Served	80	Medicare (10); Medicaid (48); Private (3); Homemaker (11); CAP (7); Proj. Care (1)
Referrals	12	Medicare (9); Medicaid (1); Private (2)
Admissions	11	Medicare (8); Medicaid (1); Private (2)
Discharges	5	Medicare (2); Medicaid (3)

Health Director Activity: Attended Hyde County Hotline Appreciation for Outer Banks Hotline's Mentoring Hyde's program; attended a tele-medicine subcommittee meeting at Engelhard Medical Center; attended Vidant Pungo Hospital's Grant Awards Program to accept a check in support of our tele-medicine project for primary care; attended Board of Commissioner meeting; met with Donetta Goodwin, representative for Eastern AHEC, to speak with us about electronic health records, meaningful use, and health information interchange; webinar on the Affordable Care Act and the implications of the Supreme Court's recent rulings; attended second meeting of Hyde County tele-medicine committee meeting at Engelhard Medical Center; attended Department Head meeting; attended Hyde County Safety Committee meeting; attended a meetings of the Community Transportation Project (CTP) Strategic Leadership Team for Region 9 in Edenton; provided meals on wheels; participated in KBR Grant Project "Change 4 Good" meeting to review progress to date; participated in NENCPPH Finance Committee and Executive Committee conference calls; participated in CTP Tobacco-Free Living Action Team conference call; met with County Manager and County Attorney to review the revised Animal Control Shelter Agreement; met with surveyors from the NC Department of Health and Human Services, who were doing a follow-up visit from our survey in February of 2011 and do our re-certification survey for Medicare and Medicaid; conducted monthly staff meeting; compiled and submitted mandatory monthly program reports; other daily work

Miscellaneous:

- On-going progress in pilot project with Albemarle Hospital Foundation to provide Primary Care to Hyde County citizens at the health department through the use of tele-medicine technology; confirmation of \$75,000 from Kate B. Reynolds Charitable Trust and \$50,000 from the NC Office of Rural Health towards the project; also received a check in the amount of \$22,630 from Vidant Pungo Hospital community development grants to support a Nurse Practitioner for one (1) day per week; goal to begin offering services has been backed up to around October 1, 2012
- Home Health Public Health Nursing Supervisor I (Laura Respass) resigned effective September 30, 2012
- Renovations to our facilities have begun – thank you!

(b)

**Hyde County Health Department
Animal Control Report
July 2012**

Total **Documented** Calls/Requests for Assistance - **4**

Breakdown of Calls by Type:

- Bite – 3
- Vicious/Dangerous – 0
- Rabies – 1

Detail of Calls by Type:

- **Bite (3):**
 - Received call from Engelhard community reporting their daughter bitten by a neighbor's mixed-breed dog; child was in the road's right-of-way when bitten; child treated at Engelhard Medical Center; dog not up-to-date on rabies vaccination; Animal Control Officer II (ACO II) dispatched to pick up dog and return it to Hyde County's Animal Shelter for 10-day quarantine
 - Received call from Fairfield community reporting a man bitten by his own dog; owner was attempting to break up two (2) dogs from fighting when bite occurred; man treated at Vidant Pungo Hospital; dog up to date on its rabies vaccination; Health Director issued 10-day quarantine order to owner to keep dog on his property during quarantine period
 - Received call from Swan Quarter community reporting their daughter bitten by their own dog; dog was given scraps of food to eat; daughter bitten on left hand by dog when she walked up on their porch; child treated at Dr. Beamer's office in Belhaven; ACO II dispatched to pick up dog and return it to Hyde County's Animal Shelter for 10-day quarantine
- **Vicious/Dangerous (0)**
- **Rabies (1):**
 - Received call from Engelhard community reporting horse acting strange; veterinarian on scene to inspect horse; ACO II dispatched to help veterinarian euthanize horse due to possible rabies; horse's body sent to NCSU's lab for rabies testing; HD notified by NC State Lab of Public Health the horse was negative for rabies

Animal Control Contract Officer Dispatch Record (total of 3 trips):

- Engelhard Community Total of 2 trips
- Swan Quarter Community Total of 1 trips

Total Authorized by Health Director or Designee:

- Mainland – (Payout of \$125.00 X 3 = \$375.00)
- Ocracoke – (No Payout)

Report Compiled and Authorized by:

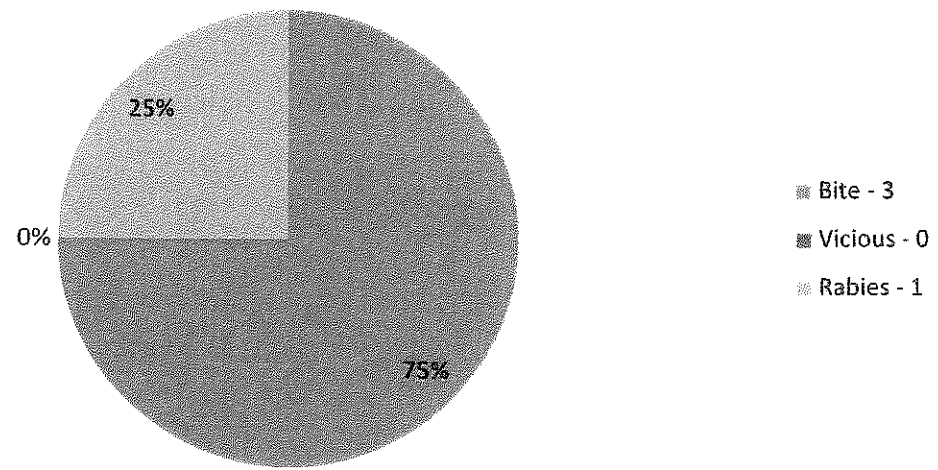
Wesley P. Smith

August 1, 2012

Wesley P. Smith, Health Director

Date

Animal Control Incidents - July 2012



Hyde County Public Information
August 2012 Monthly Report

(c,

Facebook

846 Likes (as of 8/27/12)

2158 Number of people that have seen content on the Facebook page this week

This month's Facebook activity included Hyde Happenings, several ferry schedule updates, and inclement weather releases on rip currents and the most recent tornado warning on Ocracoke. Facebook allows for followers and the public to make comments and encourages interaction.

Twitter

266 Followers including NCDOT Ferry Division, NC Emergency Management, Outer Banks Voice radio, Associated Press reporters, the Weather Channel, and residents of Hyde County. Again, there are posts almost daily to keep our page active and to push information about Hyde County to media. This month's activity was based on severe weather, ferry schedule changes, and Hyde Happenings activities.

Constant Contact

The Constant Contact service is where we are able to send out mass email messages to different lists of people, media, or internally to employees. Our average open rate of these emails is 29.7%, above the average 22.6% suggested benchmark for government agencies. Our contact list has grown to 984 active contacts including local, regional, and national media, residents, employees, and visitors. There is a weekly Hyde Happenings email that has county news and upcoming events and is a good way for individual departments and organizations to make announcements and engage the public.

www.hydecountync.gov

Last fall, the county took a major step to restructure and redesign the county's website. The potential is literally unlimited as to what we can publish, display, and organize on this site. Currently, we maintain a calendar of county meetings, job postings, press releases, department contact information, and commissioners' minutes and agendas. The website is the #1 vehicle to get information to residents directly from us instead of hearing it on the news or secondhand.

August 1-27, 2012

Unique Visitors: 243

Pageviews: 1078

New visits: 61%

Respectfully submitted,
Jamie Tunnell Carter, Hyde County Public Information Officer
jtunnell@hydecountync.gov

HR Department report:

- Scheduled drug testing for employees for 3rd quarter of year.
- With Corrinne Gibbs, have started going through old documents and either purged or stored many of the documents
- Registered for "Introduction to Public Employment Law" to be held Oct. 1-5 in Chapel Hill
- Coached/counseled several employees on human resource matters
- Filed Quarterly forms 941 and NC 5Q
- Coordinated with FCC to get flu shots for County employees
- Completed & passed the FEMA IS-100 & IS-200 courses
- Assisted in conducting interviews for several new employees

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ARHS FINANCIAL SYSTEM
YEAR-TO-DATE BUDGET REPORT

PG 2
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FOR 2013 01

ACCOUNTS FOR:
000 UNDEFINED SEGMENT

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
59500 504300 Health Insurance	20,460	20,460	1,848.02	1,848.02	.00	18,611.98	9.0%
59500 504400 Retirement	10,696	10,696	853.97	853.97	.00	9,842.03	8.0%
59500 504500 Workmns Comp	6,671	6,671	5,092.87	5,092.87	.00	1,578.13	76.3%
TOTAL SALARY & BENEFITS	234,632	210,045	21,400.77	21,400.77	.00	188,644.23	10.2%
52 OPERATING EXPENSES							
59500 521000 Administrative Fees	50,000	50,000	4,166.67	4,166.67	.00	45,833.33	8.3%
59500 521120 Contracted Services	11,666	11,666	3,937.50	3,937.50	.00	7,728.50	33.8%
59500 521150 Computer Software & S	8,940	8,940	.00	.00	.00	8,940.00	.0%
59500 521360 Memberships/Dues	365	365	.00	.00	.00	365.00	.0%
59500 522100 Real/Personal Propert	3,308	3,308	.00	.00	.00	3,308.00	.0%
59500 522102 P&L Auto Insurance	726	726	.00	.00	.00	726.00	.0%
59500 523100 Travel - Mileage	5,000	3,680	.00	.00	.00	3,680.00	.0%
59500 523300 TRAVEL - Meals	100	100	.00	.00	.00	100.00	.0%
59500 523500 Travel - Registrations	600	500	.00	.00	.00	500.00	.0%
59500 523700 Travel - Reservations	600	600	.00	.00	.00	600.00	.0%
59500 523900 Travel - Other Fees	15	15	.00	.00	.00	15.00	.0%
59500 524110 Telephone - Local Ser	660	660	.00	.00	.00	660.00	.0%
59500 524112 Telephone - Long Dist	155	155	.00	.00	.00	155.00	.0%
59500 524114 Telephone - Cellular	1,605	1,605	148.70	148.70	.00	1,456.30	9.3%
59500 524118 Telephone - Data Serv	13,188	13,188	.00	.00	.00	13,188.00	.0%
59500 526220 Computer Equipment	4,800	4,800	.00	.00	.00	4,800.00	.0%
59500 526310 Office Supplies	980	980	.00	.00	39.97	940.03	4.1%
59500 526320 Computer Supplies	800	800	.00	.00	204.98	595.02	25.6%
59500 526380 Marketing	240	240	.00	.00	.00	240.00	.0%
59500 526410 Office Paper Products	1,000	1,000	460.00	460.00	.00	540.00	46.0%
59500 527110 Repairs & Maint-Build	202	202	.00	.00	.00	202.00	.0%
59500 527120 Repairs & Maint-Vehic	220	220	.00	.00	.00	220.00	.0%
59500 527300 Rent	8,400	8,400	700.00	700.00	.00	7,700.00	8.3%
59500 527400 Utilities	8,000	8,000	21.09	21.09	.00	7,978.91	.3%
59500 528100 Gasoline	520	520	36.07	36.07	.00	483.93	6.9%
59500 528210 Oil	70	70	.00	.00	.00	70.00	.0%
59500 528460 Recycling	1,500	1,500	.00	.00	.00	1,500.00	.0%
59500 528510 Republic Services	6,348	6,348	173,349.00	173,349.00	.00	6,175,029.00	2.7%
59500 528635 License Supplies	260	260	.00	.00	.00	260.00	.0%
59500 529150 Bank Service Charges	2,000	2,000	52.31	52.31	.00	1,947.69	2.6%
59500 529200 Food	250	250	.00	.00	.00	250.00	.0%
59500 529400 Postage	300	300	.00	.00	.00	300.00	.0%
59500 529410 Freight	20	20	.00	.00	.00	20.00	.0%
59500 529500 Janitorial Supplies	200	200	.00	.00	.00	200.00	.0%

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ARHS FINANCIAL SYSTEM
YEAR-TO-DATE BUDGET REPORT

PG 3
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FOR 2013 01

ACCOUNTS FOR:
000 UNDEFINED SEGMENT

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
59500 529552 Reserved for Continge	10,000	10,000	.00	.00	.00	10,000.00	.0%
TOTAL OPERATING EXPENSES	6,484,968	6,483,648	182,871.34	182,871.34	244.95	6,300,531.71	2.8%
TOTAL **GENERAL SERVICES**	0	0	-632,881.40	-632,881.40	244.95	632,636.45	100.0%
TOTAL UNDEFINED SEGMENT	0	0	-632,881.40	-632,881.40	244.95	632,636.45	100.0%
TOTAL REVENUES	-6,719,600	-6,693,693	-837,153.51	-837,153.51	.00	-5,856,539.49	
TOTAL EXPENSES	6,719,600	6,693,693	204,272.11	204,272.11	244.95	6,489,175.94	

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ARRS FINANCIAL SYSTEM
YEAR-TO-DATE BUDGET REPORT

PG 4
glytdbud

FOR 2013 01

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	-632,881.40	-632,881.40	244.95	632,636.45	100.0%

** END OF REPORT - Generated by Ann Blindt **

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APHS FINANCIAL SYSTEM
YEAR-TO-DATE BUDGET REPORT

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FOR 2013 01

ACCOUNTS FOR:
000 UNDEFINED SEGMENT

00 **GENERAL SERVICES**

41 REVENUES

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
49500 413031 Unapplied User Credit	0	0	-680.15	-680.15	.00	680.15	100.0%
49500 413050 Chow Admin	-31,280	-31,280	-31,280.00	-31,280.00	.00	.00	100.0%
49500 413051 Curr Admin	-105,807	-79,900	.00	.00	.00	-79,900.00	.0%
49500 413052 Dare Admin	-178,272	-178,272	.00	.00	.00	-178,272.00	.0%
49500 413053 Gates Admin	-20,315	-20,315	-20,315.00	-20,315.00	.00	.00	100.0%
49500 413054 Hyde Admin	-3,205	-3,689	.00	.00	.00	.00	.0%
49500 413055 Perg Admin	-26,969	-26,969	-26,969.00	-26,969.00	.00	-3,689.00	100.0%
49500 413056 Tyrrell Admin	-4,174	-3,690	.00	.00	.00	.00	.0%
49500 413057 Currituck Co MMP	-367,608	-367,608	.00	.00	.00	-3,690.00	.0%
49500 413061 Kitty Hawk MMP	-43,116	-43,116	-30,634.00	-30,634.00	.00	-336,974.00	8.3%
49500 413062 KDH MMP	-161,676	-161,676	-7,186.00	-7,186.00	.00	-35,930.00	16.7%
49500 413063 Manteo MMP	-29,640	-29,640	-26,946.00	-26,946.00	.00	-134,730.00	16.7%
49500 413065 Nags Head MMP	-80,844	-80,844	-2,470.00	-2,470.00	.00	-27,170.00	8.3%
49500 413098 Hauler License Fees	-700	-700	-6,737.00	-6,737.00	.00	-74,107.00	8.3%
49500 425000 Interest Earned	-500	-500	-45.00	-45.00	.00	-655.00	6.4%
49500 429120 Chow Tipping Fees	-484,417	-484,417	-37.82	-37.82	.00	-462.18	7.6%
49500 429127 Curr Tipping Fees	-1,160,906	-1,160,906	-34,855.49	-34,855.49	.00	-449,561.51	7.2%
49500 429129 Dare Tipping Fees	-1,573,711	-1,573,711	-185,133.80	-185,133.80	.00	-975,772.20	15.9%
49500 429136 Perg County TF	-462,273	-462,273	-155,127.83	-155,127.83	.00	-1,418,583.17	9.9%
49500 429137 Gates Tipping Fees	-374,313	-374,313	-37,538.02	-37,538.02	.00	-424,734.98	8.1%
49500 429195 Kitty Hawk Tipping Fe	-378,893	-378,893	-24,818.53	-24,818.53	.00	-349,494.47	6.6%
49500 429200 KDH Tipping Fees	-461,457	-461,457	-38,865.70	-38,865.70	.00	-340,027.30	10.3%
49500 429210 Manteo Tipping Fees	-112,911	-112,911	-100,282.32	-100,282.32	.00	-361,174.68	21.7%
49500 429215 Southern Shores Tippl	-146,080	-146,080	-10,937.20	-10,937.20	.00	-101,973.80	9.7%
49500 429220 Nagshead Tipping Fees	-510,533	-510,533	-27,010.48	-27,010.48	.00	-119,069.52	18.5%
TOTAL REVENUES	-6,719,600	-6,693,693	-69,284.17	-69,284.17	.00	-441,248.83	13.6%

50 SALARY & BENEFITS

59500 503510 S&W - Clerical	24,659	24,659	1,985.89	1,985.89	.00	22,673.11	8.1%
59500 503570 S&W - Env. Health Spe	91,484	91,484	7,223.17	7,223.17	.00	84,260.83	7.9%
59500 503596 S&W - Recycling Coord	43,836	43,836	3,461.08	3,461.08	.00	40,374.92	7.9%
59500 503597 S&W - Scale Operator	22,840	22,840	.00	.00	.00	.00	.0%
59500 504200 FICA/MCARE TAX	13,986	12,239	935.77	935.77	.00	11,303.23	7.6%

September, 2012 Meetings						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7	
		6:00pm - Until Commissioners Meeting			House-Senate Joint Transportation Meeting in Raleigh at 9:00am	
9	10	11	12	13	14	15
16	17	18	19	20	21	22
	6:00pm - Until Commissioners Meeting					
23	24	25	26	27	28	29
30						

September, 2012 Anniversaries						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Kerry Campbell - 1979 Lynn Gibbs - 2003 Jamie Tunnell - 2007 Delia Mooney - 2009
2	3	4	5	6	7	8
		Tammy Stotesberry - 2007				
9	10	11	12	13	14	15
				James Ruble - 2009		Charlie Herina - 2008
16	17	18	19	20	21	22
		Annette Swindell - 2000				
23	24	25	26	27	28	29
	Marie Nunez - 2007					
30						

September, 2012 Birthdays						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
	Stephanie Swindell					James Blount
9	10	11	12	13	14	15
		Rita Clayton	Merita Spencer Suzanne Johnson	Roni Collier	Lois Stotesberry	Joe Frank Sadler Kristie Williams
16	17	18	19	20	21	22
	Marie Nunez					
23	24	25	26	27	28	29
		Gary Benston Linda Meekins	Charlie Harena			Pamela Midhette
30						